

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

TUESDAY, June 12, 2007

12:00PM

Held at the Gateway Information Center

3rd Floor Meeting Room

MEETING MINUTES:

The meeting was called to order at 12:14p.m. by Chairperson Jeanne Marie Napolitano.

BOARD MEMBERS IN ATTENDANCE WERE:

Chairperson Jeanne Marie Napolitano, Mark Stenning, Gregory Fater, Lisa Gross, Len Panaggio, Katie Wilkinson, Rocky Kempenaar, Brian Moore, Susan Samson, Karen Oakley, Lori Stroll, Shirley Mello, Donna Kohler

BOARD MEMBERS EXCUSED WERE:

Pieter Roos

STAFF PRESENT WERE:

**Evan Smith, Kathryn Farrington, J. Timothy Walsh, Cathy Morrison,
Debbie Gatta, Ellen Crawley**

MEMBERS OF THE PUBLIC IN ATTENDANCE:

None

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for May 8th were reviewed. Karen Oakley pointed out that corrections were required regarding attendance at that meeting. The corrections were noted. A motion to accept the minutes was made by Gregory Fater and seconded by Mark Stenning. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for May was read by Mark Stenning. City Bed Tax for March, 2007 was up 2.42% and Regional Bed Tax was down 11.43 % for a combined YTD. growth of -1.20%. Mark reviewed the revenues and receivables for the month of May, 2007. A motion to accept the treasurer's report was made by Brian Moore and seconded by Rocky Kempenaar. The motion passed unanimously.

III. STAFF REPORTS:

A. CONVENTION & TOURISM:

Tim Walsh, Vice President of Sales, reported that May is not taking off as he expected but, he and the staff will move forward from this to improve the numbers. Recently a luncheon took place in Stamford, CT for meeting planners, as well as a Rhode Island meeting planner event at Oceancliff on May 22nd. Both were successful. There is also an upcoming co-op event with NE Society of Visitors Bureau in Chicago to bring in new leads. The meeting with DOS and Cozy Cab was discussed.

Bookings were down and the number of room nights was down for May. As for the number of leads they were down compared to last year at this time.

Business booked for May was from numerous organizations resulting in 968 total room nights with an economic impact of \$525,504.00.

The number of Tour Operator leads was up compared to last year's numbers in

May. The number of room nights was up compared to last year at this time. Tour Operator leads were up compared to last year in May.

B. MARKETING:

Kathryn Farrington, Vice President of Marketing, reported on the following:

- 1. Summer Getaway Packages.**
- 2. Coupon books with a \$500 value will be offered for sale.**
- 3. The Schweppes Chowder Cook Off was a huge success with our sister city, Kinsale, Ireland participating and featured on ABC6.**
- 4. Newport Restaurant will take place in November, given the success of last years first event.**
- 5. The next Marketing Meeting will be on Wednesday, June 13th at Oceancliff.**

C. OPERATIONS:

Cathy Morrison, Vice President of Operations, thanked the board members, Jeanne Marie Napolitano and Shirley Mello for taking part in working in the information center this past weekend. Ticket sales are up as well as the visitor count. Door counters have been installed to keep track of the amount of visitors to the center. She also stated that “Street Walkers” are now available throughout the city to offer information to the visitors as they tour Newport. The

information center is on the summer schedule, opened until 7PM Friday and Saturday. The Accessible Rhode Island book for 2007-2008 is now available. Cathy is on the Accessible RI committee. New signage is up to guide the buses where to park.

IV. COMMITTEE REPORTS:

A. FINANCE COMMITTEE:

Mark Stenning reported that there was a Finance Committee meeting on May 8th. The members of the committee nominated Little Compton and Newport receive grants in the amount of \$500 for fireworks displays. Donna Kohler motioned that these grants be approved. Lisa Gross seconded the motion. The motion was passed unanimously. A

scholarship program was discussed for both high school and continuing adult education students in Newport County that are interested in the hospitality or any related field. The scholarship

program would replace the current community grants program. The criteria of the new grant program was discussed. Katie Wilkinson made a motion to dissolve the old grant program at the end of this fiscal budget year and those funds next year will be designated for scholarships to the six municipalities with criteria to be developed over the next few months. The motion was seconded by Karen Oakley. The motion passed unanimously.

B. GOVERNANCE COMMITTEE:

Len Panaggio reported the Governance Committee interviewed two candidates to fill the vacant position on the Board of Directors. They decided on Charron Reed of Reed Rose Cottage. Len made a motion to elect Ms. Reed to the board. It was seconded by Mark Stenning. The motion passed unanimously.

V: UNFINISHED BUSINESS:

Evan Smith referred to the discussion at last month's board meeting of the potential of changing the bi-laws to change the frequency of meetings and the changing of the fiscal year. No decision was made at the May meeting because Evan felt it was important to speak to the Director of Finance as to what the change will mean to the NCCVB. Pros and cons were addressed and discussed. Research will be done over the next several months regarding the cost of this potential change. A preliminary cost for this change was requested by the next

board meeting. A motion was made by Greg Fator to amend the language in by laws section 2.9 regarding board vacancies (see attached). The motion was seconded by Laurie Stroll. The motion passed unanimously. The by laws of section 2.7 attendance were read and a motion was made to change the language (see attached) by Greg Fater. The motion was seconded by Mark Stenning. The motion passed unanimously.

VI. NEW BUSINESS:

1. The subject of the beaches in Newport County was discussed regarding the reports of opening and reason for closings.

2. Evan Smith suggested that at board meetings each municipality should

Update the board of any new information or events. This will be up for discussion at future board meetings.

VII. ADJOURNMENT:

A motion was made to adjourn by Mark Stenning and seconded by Karen Oakley. It passed unanimously and the meeting adjourned at 1:40pm. The next NCCVB board meeting will be Tuesday, August 14th at the Gateway Visitors Center, 3rd floor meeting room.

2.7 Attendance - It is the responsibility and mandate of each member of the Board of Directors to attend all meetings of the Board. No director shall have more than three (3) unexcused absences from regular meetings of the Board of Directors in one calendar year. If the Board member is absent without excuse from three (3) meetings in a calendar year then it will be good and just cause for removal from the board. The Chair shall have authority to excuse a director from any regular meeting with notice and valid reason..A valid reason for an excuse from attendance at a Board meeting shall be (1) family matters including but not limited to funerals, illnesses and emergencies, (2) medical, and (3) employment related travel out of state or for any other valid reason deemed appropriate by the Chair.

Amended by unanimous vote at the meeting of the Board of Directors on June 12, 2007.

2.8 Resignation and Removal - Any Board member may resign at any time by giving written notice to the Corporation. Such resignation shall take effect at the time specified in the resignation; and, the acceptance of this resignation shall not be necessary to make it effective. If a Board Member is absent without valid excuse for three (3) meetings of Board of Directors in a calendar year, the Chairperson may request the resignation of that Board member or the three (3) unexcused absences will be good cause for removal of the Board member.

2.9 Vacancies –

a. Vacancies in any of the municipal appointed positions (referred to in Section 2.2 b. 1 through 6) on the Board of Director will be filled by the municipality which appointed the person who resigned, terminated or otherwise vacated the Boad..

b. Vacancies in any of the appointed positions (referred to in Section 2.2 7.) on the Board of Directors shall be filled after nominations have been duly received from The Governance Committee and by a majority vote of the Board of Directors, at any regular or special meeting of the Board of Directors. If any member is no longer affiliated with the designated portion of the industry which the Board Member represents then that member may continue to serve on the Board for a period nto to exceed six (6) months or until they have attained another position in the same designated portion of the industry which they had represented. If six (6) months has expired and the Board Member has not obtained a position in the same designated portion of the industry then that position on the Board will be considered vacant.

c. All vacancies should be filled within sixty (60) days to ensure a full complement of Board members. A person chosen to fill a vacancy shall serve for the unexpired portion of the term of office for which the predecessor was elected.

- Amended by unanimous vote at the meeting of the Board of Directors on June 12, 2007.